



The Federal Election Commission
invites you to a regional conference on
campaign finance laws
to be held at The Westin Hotel Tabor Center
Denver, Colorado
March 25 – 27, 1998

During the past 18 months, the press has examined campaign finance activity as never before. Most committees, in fact, withstood the scrutiny well because they understood and complied with the federal election law. The Federal Election Commission will continue to help political committees by sponsoring a regional conference on the election law. The conference will explain the basic provisions of the federal election law and discuss recent court decisions that have affected it. You are invited to attend.

This regional conference is specially designed for candidates for the U.S. House of Representatives and the U.S. Senate, political party committees, and corporations (including membership organizations and trade associations) and labor organizations involved in the federal election process.

In addition to a series of workshops on the federal law, a representative of the Internal Revenue Service will also be available to answer election-related tax questions.

Unfold for conference details.

Conference Schedule

Wednesday, March 25, 1998

1:00 – 2:00 Registration

2:00 – 2:15 Welcome from the Chairman

2:15 – 3:45 Introduction to the Federal Election Campaign Act

This workshop is designed for beginners who want to know the basics of the law, e.g., contribution limitations and prohibitions, independent expenditures, disclaimers, etc.

3:45 – 4:00 Break

4:00 – 5:00 Electronic Filing Demonstration

For the first time, committees can take advantage of the Commission's new electronic filing program. Watch a demonstration showing how easy it is to file reports via this new technology.

Thursday, March 26, 1998

8:00 – 8:45 Registration (for new arrivals only) and Continental Breakfast

Team Workshops

Choose one of the following teams, based on your interest in the campaign finance law:

Team A: Corporate and Labor Organizations and Their Political Committees (PACs)

Team B: Federal Candidate Committees

Team C: Party Committees

8:45 – 10:15 Team A: Basics for PACs

- Establishing the PAC
- Solicitation rules
- Fundraising techniques
- Supporting candidates

Team B: Federal Candidate Support

- Receiving contributions
- Party support
- Volunteer activity
- PAC activity
- Corporate/labor communications and facilities
- Independent expenditures

Team C: Party Activities

- Contributions
- Voter registration and GOTV drives
- Volunteer activity
- Coordinated vs. independent expenditures
- Corporate/labor communications and facilities

10:15 – 10:30 Break

10:30 – 12:00 Team A: Corporate/Labor PACs—Filling Out FEC Forms

Team B: Candidate Committees—Common Issues

- Best efforts requirements
- Advances to staff for travel and expenses
- Personal use rules

Team C: Party Committees—Filling Out FEC Forms

12:00 – 1:30 Lunch

1:30 – 3:30 Team A: Corporate/Labor Organizations—Communications and Facilities

- Basic concepts: express advocacy, coordination
- Candidate and party appearances
- Publications
- Use of facilities and staff in candidate fundraising
- Individual volunteer activity in the workplace
- Voter drives
- Equipment and meeting rooms
- Transportation

Team B: Candidate Committees—Filling Out FEC Forms

Team C: Party Committees—Allocation of Federal and Nonfederal Expenses

3:30 – 3:45 Break

3:45 – 5:00 Electronic Filing Demonstration (Repeat)

5:30 – 6:30 Reception

An informal reception for attendees, FEC Commissioners, and staff from the IRS and the FEC.

Friday, March 27, 1998

8:15 – 9:00 Continental Breakfast with the IRS

A special guest speaker from the IRS will give an overview of the tax rules, as they apply to political campaigns and committees. Attendees will have the opportunity to ask questions.

9:00 – 10:45 Impact of Recent Court Decisions on Campaign Finance Law

- Express advocacy
- Issue advocacy
- Voter guides
- Party expenditures
- Definition of member

10:45 – 11:00 Break

11:00 – 12:30 Team A: Corporate/Labor Organization Case Studies

Team B: Candidate Committee Case Studies

Team C: Party Committee Case Studies

Conference Specifics

Registration and Fee: The \$180 registration fee covers the costs of the conference, materials, breakfasts, lunch, reception and refreshments. The fee and the registration form must be postmarked by March 11, 1998; a late registration fee of \$10 will be added effective March 12, 1998. A full refund will be made for all cancellations received on or before March 11; no refunds will be made for cancellations received after that date.

Location: The conference will be held at the Westin Hotel Tabor Center, 1672 Lawrence Street, Denver, Colorado. Call 1-800-228-3000 or 303-572-9100 for room reservations. In order to receive the \$136 group rate, make your hotel reservations by March 3, 1998; notify the hotel that you will be attending the FEC conference.

More Information: For information on the program, call the Federal Election Commission toll-free at 1-800-424-9530 (press 1). Call Sylvester Management Corporation at 1-800-246-7277 for registration information.